

H. RICHMOND SAMBOLAH

Technology & Digital Operations | Business Development | Project & Administrative Management

Abuja, Nigeria | Available for Remote, Hybrid & On-site Opportunities

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PROFESSIONAL PROFILE

Technology-enabled Business, Digital Operations and Administration Professional with 7+ years of experience supporting organizational growth, digital transformation, business development, operations, customer relations and administrative functions across multicultural and international environments.

Combines practical Information Technology knowledge with strong experience in business development, digital marketing, data management, project coordination, stakeholder engagement and organizational operations. Experienced in using digital tools and technology-driven systems to improve workflows, communication, customer experience, reporting and business visibility.

Strong practical understanding of digital platforms, website management, AI-assisted tools, no-code/low-code product development coordination, product requirements, workflow design, functional testing, user experience, digital marketplace operations and technology-enabled business processes.

Founder and Product Owner of Afri Workplus, a digital marketplace platform, with practical experience coordinating platform requirements, business workflows, user journeys, website/domain operations, feature planning and functional testing. The platform documentation identifies the user as the primary owner and records the software, website/domain assets, product specifications and business workflows.

CORE PROFESSIONAL COMPETENCIES

Technology & Digital Operations

- Digital Platform & Website Management
- Digital Project Coordination
- No-Code/Low-Code Product Dev Coordination
- Product Requirements & Feature Planning
- Digital Workflow & Process Design
- Functional Testing & UAT
- AI-Assisted Productivity & Digital Tools
- CRM & Data Management Systems

Administration & Stakeholder Management

- Administrative & Executive Support
- Office, Records & Information Management
- Customer Service & Client Relations
- Stakeholder Engagement & Communication
- Conflict Resolution & Problem Solving
- Meeting & Event Coordination

Business & Operations

- Business Development & Revenue Growth
- Strategic Partnerships & Alliances
- Operational Planning & Process Improvement
- Market Research & Lead Generation
- Team Coordination & Supervision
- Performance Monitoring & Reporting

Digital Marketing & Communications

- Digital Marketing Strategy
- Social Media & Campaign Management
- Brand Development & Content Creation
- Marketing Analytics & Audience Engagement
- Graphics & Video Content Production
- Online Business Visibility

PROFESSIONAL EXPERIENCE

BUSINESS DEVELOPMENT ASSOCIATE — *CORE Academy*

2024 – Present

- Identify and develop new business opportunities, partnerships and client relationships.

- Prepare business proposals, presentations and partnership communications.
- Support organizational growth, expansion and revenue-generation initiatives.
- Coordinate communication with clients, partners and other stakeholders.
- Support administrative operations, reporting and project coordination.
- Contribute to business development strategies using digital communication and relationship-management tools.
- Support the organization in identifying opportunities for improved visibility and market reach.

CEO / FOUNDER & DIGITAL PLATFORM LEAD — *CASO TV-Africa*

2021 – Present

- Founded and managed a digital media platform focused on audience development, digital communication and organizational visibility.
- Coordinate day-to-day business, administrative and digital operations.
- Develop partnerships, sponsorship opportunities and revenue-generation strategies.
- Lead digital campaigns and content initiatives to increase audience engagement.
- Coordinate teams, media production, communications and operational activities.
- Manage digital workflows, online platforms and organizational records.
- Apply technology and digital communication tools to improve audience reach, brand visibility and operational efficiency.

MARKETING DIRECTOR — *Africa Global Elections Company Ltd.*

2021 – 2023

- Led marketing and digital communication initiatives designed to increase organizational visibility.
- Developed campaign strategies and coordinated implementation across communication channels.
- Supported business development, client engagement and partnership activities.
- Coordinated teams, schedules, reporting and marketing deliverables.
- Supported budgeting, campaign performance monitoring and operational planning.
- Used digital platforms and communication tools to improve audience and stakeholder engagement.

MEDIA & DIGITAL MARKETING MANAGER — *Thomas & Son Estate Builder*

2019 – 2020

- Managed social media platforms and digital marketing activities.
- Developed digital content and online campaigns supporting business growth.
- Monitored campaign performance and prepared reports for decision-making.
- Managed customer communication and online engagement.
- Supported brand development and digital visibility initiatives.
- Used digital marketing tools and analytics to improve campaign effectiveness.

DATA ENTRY SUPERVISOR — *International Organization for Migration (IOM)*

2017 – 2018

- Supervised data-entry activities and data-entry workflow operations.
- Maintained accurate, organized and reliable records.
- Coordinated team activities and monitored productivity.
- Supported reporting and information-management processes.
- Ensured data accuracy, confidentiality and proper handling of organizational information.
- Identified workflow issues and supported improvements in operational processes.

SELECTED TECHNOLOGY & DIGITAL PROJECT

FOUNDER / PRODUCT OWNER — AFRI WORKPLUS

2026 – Present

Digital Marketplace & Business Platform

- Conceived and led the development of Afri Workplus, a digital marketplace designed to connect businesses, professionals and clients.
- Act as product owner, defining business requirements, platform workflows, user journeys and operational standards.
- Coordinate software development through a no-code/low-code development environment.
- Manage website and domain-related digital assets.
- Develop and review platform features involving user registration, profiles, business listings, professional services, bookings, payments, subscriptions, promotions and verification workflows.
- Conduct functional testing by mapping user journeys, identifying errors, recording issues, requesting fixes and retesting completed features.
- Evaluate mobile/Android usability, navigation, forms, notifications and user experience.
- Develop requirements for AI-assisted features, local-language support and international/currency functionality.
- Maintain an understanding of how technology connects customers, providers, bookings, payments, service delivery, disputes and records into one operational system.

Afri Workplus documentation records the platform website as afriworkplus.com, identifies Lovable as the development platform and identifies Hassan Richmond Sambolah as the primary owner.

The platform's functional documentation also demonstrates practical understanding of connected digital systems, functional testing, mobile experience, notifications, AI features, currency workflows and platform administration.